

## **Dover Warrant Committee Minutes of the September 21, 2011 Meeting**

**Members in attendance:** Dave Melville – Chairman, Andrew Waugh, James Stuart, Kate Bush, John Cone, Bob Cocks, Maureen Arkle

**Location:** Selectman's meeting room, Dover Town House

Mr. Melville called the meeting to order at 7: 16 PM

First order of business was election of officers

Mr. Waugh nominated and Ms. Arkle seconded Dave Melville as Chairman of the Warrant Committee. Vote 6-0 (Mr. Stuart had not arrived)

Mr. Melville nominated and Ms. Bush seconded Andrew Waugh as Vice Chairman of the Warrant Committee. Vote 6-0

Mr. Melville nominated and Ms. Bush seconded Richard Forte as Secretary of the Warrant Committee. Vote 6-0

Nomination of new members

Mr. Melville nominated and Ms. Arkle seconded John Cone as a member of the Warrant Committee. He will complete a one year term that was vacated by Jane Wemyss. Voter 6-0

Mr. Melville reviewed the role and responsibilities of the Warrant Meeting beginning with the Town Meeting and working backwards.

Mary Carrigan presented the Personnel Boards' recommendation for a non-union wage increase. In addition to monitoring national wage trends to decide on the pay increase Ms. Carrigan stated the Board's goal is to keep the average pay of non-union town employees at the medium level of like towns. A salary benchmark study will be done next year to ensure that continue to meet our goals.

A motion was made to by Mr. Waugh and seconded by Mr. Cone to adopt the Personnel Board's recommendation of a 2.5% salary increase for non-union employees.

There was a Prior Notice for replacement of the underground heating oil storage tank at Caryl Community Center. Mr. Dawley explained that there was a system failure during the annual tight tank test and replacement of the tank was recommended in anticipation of a more significant problem. After much discussion about the scope of work, cost, timing, and potential options, it was agreed that the risk of rupture was significant and should be avoided.

A motion was made by Ms. Bush and seconded by Mr. Waugh to transfer \$101,792 from the reserve fund for the replacement of the underground heating oil storage tank at Caryl Community Center with an above ground tank.

Liaison Updates:

COA-Mr. Stuart provided an update on possible capital expenditures being discussed.

School Committees – Mr. Stuart informed us that the Dover School Committee will present their budget at their October meeting. There is a joint meeting of all 3 school committees planned for 9/27/11 to discuss technology resource requirements.

Park and Recreation – Mr. Waugh provided an update on end of year analysis of the revolving fund.

Ms. Bush moved that we adjourn the meeting and Mr. Melville second, vote 7-0. Meeting adjourned at 8:30.

Next meeting is scheduled for October 5, 2011.

Respectfully submitted,  
Maureen Arkle